

MINUTES OF THE SPECIAL MEETING OF THE NORTH COUNTY LIBRARY AUTHORITY  
OF THE CITY OF LOS ALTOS, HELD ON MONDAY, SEPTEMBER 16, 2019 AT 6:00 PM  
AT GRANT ROOM 3, 1575 HOLT AVENUE, LOS ALTOS, CALIFORNIA

ESTABLISHED QUORUM AT 6:04 pm.

PRESENT: Cindy Hill, Jan Pepper, Suzanne Epstein, Neysa Fligor  
Courtenay Corrigan arrived at 6:12 pm.

ABSENT: None

PUBLIC COMMENT

Eric Steinle – recognized Cindy Hill , who was re-appointed to the City of Los Altos Library Commission. She has completed 2 terms of service but was appointed as an at-large member to continue to serve the community in this capacity.

ITEMS FOR CONSIDERATION/ACTION

1. Approval of Minutes

Two changes were requested. On page 1, item 2, change “fund” to “account”. On page 2, add a sentence to clarify signature authority in the event the Board President or Secretary are not available. Motion for approval of these minutes as amended made by Board Member Epstein, Seconded by Board Secretary Pepper.

**The motion was approved 4-0.**

**AYES: Epstein, Fligor, Hill, Pepper**

**NOES: None.**

**ABSTAIN: None**

**ABSENT: Corrigan**

2. NCLA Library Redevelopment Task Force (“Task Force”) Update

Barbara Adey presented an update to the Board titled “Ballot Measure Feasibility for North County Library”. Key progress points by the Task Force:

- *Initial Outreach* - The Task Force selected and retained TBWB to provide consulting services for outreach and education. NCLA previously approved funding for Phase I of these consulting services. The Task Force reports after 6 weeks they are pleased with the consulting services. Part of tonight’s budget request includes funding from NCLA to continue Phase 2 with TBWB.
  - Each Task Force member is speaking to a set of key influencers in the community, with over 100 meetings anticipated. These discussions will gather feedback, discuss possible points of consensus and test language for a ballot measure.

- *Feasibility Study* - At the start of Calendar Year 2020, the Task Force will initiate a scientific survey, informed by the Influencer input, and compare the results to the June 2019 Godbe survey.
  - The Task Force anticipates scheduling update meetings in February/March 2020 with NCLA on findings of the feasibility study and then recommends NCLA update both Los Altos Hills and Los Altos Councils.
- *Build Consensus & Strong Measure* - Focus to start building a community consensus and start a capital pledge campaign.
  - The pledge campaign will begin around March 2020 to collect pledges, not money. If a bond measure passes, funding from pledges will be collected by a 501(c)3 (non profit designation) organization (the Treasury).
  - 20 years ago a community campaign was run by citizens, and was not 501(c)3, but used the Friends as Treasurer. The Friends and Los Altos Community Foundation are both 501(c)3 organizations. This step will need further discussion to create the path for collecting, holding and turning over the funds.
  - LALE is holding about \$2 million for a new library. When the time comes, City of Los Altos and LALE will arrange transfer of funds for construction of new library.
- July 2020 is the anticipated decision point, by NCLA, on whether to place an issue on the November 2020 ballot, which is the earliest option. A later election date can be selected. A General Election (November 2020) is most cost effective, at approximately \$100,000. A Special Election costs about \$500,000.
- In response to a question, the presenter indicated the consultant believes the November 2020 ballot is a good target, but requires strong Council support.
- The last phase is the *Advocacy Campaign*. This is initiated once a decision has been made to put a measure on the ballot. Will be assembling a citizen group, separate from NCLA and the Task Force, to do this work, which includes private fundraising, active marketing. This phase has no formal role for NCLA or the Task Force.
  - A citizens committee, “Our Next Library Committee”, was formed approximately 3 years ago, and the domain name is registered. They will form the nucleus of the private campaign.
  - A Task Force subcommittee has interviewed a private fundraising consultant, who will help determine what is a reasonable target for private fundraising.
- The Los Altos Community Center project anticipated private donations, but it did not organize and come together.
- The fundraising campaign needs to be long-term, active through construction of the new library.

The Board requests a chart illustrating the various organizations and committees involved and their roles.

Discussion about ballot measure wording:

- NCLA will make the decision of when and what measure is placed on the ballot. Both elected Councils must be consulted before this decision.
- The ballot measure language is limited to 75 words. The consultant will help draft the wording.

Discussion about the role of the County in this process. Options discussed included adding a County Supervisor to the NCLA Board, and expanding the ballot measure boundary to include the unincorporated areas. Concerns raised with timing as both of those options would require substantial effort to educate and conduct outreach, and make legal changes to existing JPA agreement. However the unincorporated areas may be tapped for private donations.

Budget Discussion:

- The Task Force requests approval of NCLA funds not to exceed \$250,000, to prevent frequent requests in short spurts. That amount is based on a new projected budget with input from the consultant. This is for tasks performed before the decision on the ballot measure, including legal and accounting services. This request excludes past NCLA contributions.
- The budget request includes funding for TBWB consultants, with costs estimated at \$100,000, plus \$150,000 for pre-ballot measure public phase activities. In response to a question, this request does not preclude future requests for additional NCLA funds.
- The private activities budget, not funded by NCLA, is estimated at \$125,000 plus monies for the private fundraising consultant of \$100,000, for a total of approximately \$225,000. These funds would be used after the ballot measure decision in July 2020, on items including marketing materials.
- The cost of construction continues to increase, exponentially, as time passes.
- The County has offered to provide some educational materials, consistent with what has been provided for other libraries in the system.

Potential November 2020 ballot measures may include a parcel tax for Cupertino Union School District and a funding measure for the VTA (Santa Clara Valley Transit Authority).

Request for additional public comment:

County Librarian Nancy Howe indicated the estimated \$100,000 for election filing fees may be high.

Motion proposed for consideration by the NCLA Board:

NCLA supports the efforts of the Library Redevelopment Task Force by approving the presented budget of Not To Exceed \$250,000 and Phase 2 of the education and outreach campaign for the redevelopment of the Los Altos and Los Altos Hills libraries. Of that budget, \$100,000 is specifically earmarked for the election filing fee.

Motion made by Board Member Epstein, Seconded by Board Vice President Hill.

**The motion was approved unanimously 5-0.**

**AYES: Corrigan, Epstein, Fligor, Hill, Pepper**

**NOES: None.**

**ABSTAIN: None**

**ABSENT: None**

Board President requested a reminder from the Task Force to put a placeholder on the Los Altos Hills agenda for an update from NCLA. The order for next steps is likely to be the Task Force review of the Scientific Study (around January 2020), Task Force update to NCLA, presentation to Los Altos Hills Town Council, and presentation to Los Altos City Council.

### 3. Update on NCLA Fund Status

Liaison Marcie Scott reported the City of Los Altos has been in communication with the County of Santa Clara to arrange the transfer of NCLA funds from the City to the County. There is not yet a timeline for completion of the transfer; the funds are ready and available in Los Altos for the transfer. The Board indicated they wish for the transfer to occur as soon as possible. Board President Corrigan will relay this message to the Los Altos City Manager. The Liaison will provide an update to the Board upon completion of the transfer and transmittal of financial information.

### 4. Update from NCLA Subcommittee Review of Administrative Support

President Corrigan and Secretary Pepper met with the City Managers of Los Altos Hills and Los Altos in the second week of September in Los Altos Hills. The agreement from this meeting:

- Costs for Liaison support will be billed to and paid by the City of Los Altos to cover FY 18-19. (through June 30, 2019)
- As of the start of FY 19-20, Liaison costs will be split between the two Cities, pursuant to language in the JPA stating consulting costs will be shared between the two entities.
  - The costs for Legal support are already being split by the two entities and will continue.
- The NCLA Board will consider an operating amendment to Section 12 of the JPA Agreement on a future agenda to pay Liaison costs with NCLA funds. This will require legal review.
  - It is the intent to back date the agreement to 7-1-19 to cover the Liaison costs.
- If NCLA fails to reach agreement on this issue, the two Cities will meet again after the NCLA vote, and agree to a cap for these costs. The two Councils will consider splitting the costs up to the cap determined. NCLA will operate under that cap.

Clarification requested regarding which entity paid the Liaison and Legal costs last fiscal year.

### 5. County Update

The Los Altos Library is now processing passports by appointment only, which may be booked online. Starting October 1<sup>st</sup>, hours are Sun/Tues/Thur: 10-5 (closed 1-2). Hours for Mon/Weds are 1-8 (closed 4-5).

INFORMATIONAL ITEMS

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

- Consideration of an operating agreement addendum to the JPA agreement.
- Discuss role of Administrative Officer and required duties
- NCLA seeks an organizational chart illustrating all organizations working on the Library Project, and their tasks, to better understand roles and responsibilities. Include the two Cities.
  - Consider a Study Session with all Library Redevelopment participating organizations, suggested to be hosted by the Library Commission
- Updated NCLA financial data
- Status of transfer of NCLA funds

Upcoming NCLA meetings

- 11/18/19 in Los Altos Hills Town Hall
- 1/13/20 in Orchard Room
- 2/3/20 Tentative for Task Force update

Adjourned at 8:07 pm